

Office of the Attorney General
Human Resources
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Indianapolis, IN 46204
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317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

INTERMITTENT POSITION **CUSTOMER SERVICE REPRESENTATIVE** **UNCLAIMED PROPERTY DIVISION**

Responsibilities:

Provide a variety of administrative and customer service support.

Duties:

- Answer general calls of inquiry regarding unclaimed property.
- Assist walk-ins with paper claims processes.
- Initiate claims for property in database.
- Set-up files for claims received for consideration.
- Open and sort mail
- Assist in file room
- Other tasks as assigned.

Qualification/Skills:

- High School Diploma required.
- College degree or some college education a plus.
- Prior customer service experience
- Ability to communicate effectively, both orally and in writing.
- Detail-oriented
- Good time-management skills
- Ability to focus
- Positive attitude
- Team player
- Basic computer skills and knowledge are required.